



CONSTITUTION AND BY-LAWS

Updated May, 1985

PUERTO RICAN EDUCATORS' ASSOCIATION

CONSTITUTION AND BYLAWS

TABLE OF CONTENTS

	<u>PAGE</u>
ARTICLE I THROUGH ARTICLE VI	1
ARTICLE VI	2
SECTION I - THE EXECUTIVE BOARD	3
• Functions and Operating Procedures	
• Tenure of Officers	
• Eligibility for Holding Office	
• Vacancies in Office	
SECTION I - THE EXECUTIVE BOARD - continued	4
• The President Shall	
• The Vice-President for Administration Shall	
• The Vice-President for Public Relations Shall	
• The Recording Secretary Shall	
• The Corresponding Secretary Shall	
• The Treasurer Shall	
SECTION II - NOMINATIONS AND ELECTIONS COMMITTEE	5
SECTION II - OPERATING PROCEDURES	
SECTION III - MEMBERSHIP	
• Classes of Members	
SECTION III - MEMBERSHIP - continued	6
• Procedure for Becoming a Member	
• Maintaining Active Status	
SECTION IV - MEETINGS	
SECTION V - DUES	

SECTION VI - PERMANENT COMMITTEES

7

- Educational Policies Committee
- Professional Advancement Committee
- Membership Committee

SECTION VI - PERMANENT COMMITTEES - continued

8

- Grievance Committee
- Social-Cultural Committee

SECTION VII - AMENDMENT PROCEDURE

9

* * *

**PUERTO RICAN EDUCATORS' ASSOCIATION
CONSTITUTION AND BYLAWS**

ARTICLE I

The name of this organization is the **PUERTO RICAN EDUCATORS' ASSOCIATION, INC.**

ARTICLE II

The objectives of this organization are to establish the active participation of Puerto Rican educators in the formulation of educational policies of the City of New York, and to advance the economic and professional interests of Puerto Rican teachers.

ARTICLE III

Any person having the professional qualifications of an educator is eligible for membership in this organization.

ARTICLE IV

The officers of this Organization will be a President, a Vice-President for Administration a Vice-President for Public Relations, a Recording Secretary, a Correspondence Secretary and a Treasurer. These officers will constitute the Executive Committee. The Executive Committee, together with five members-at-large and permanent committee chairpersons, will form the Executive Board. The Executive Board will be the prime governing body of this Organization. Election of officers and delegates-at-large will be held at the annual elections meeting. Permanent committee chairpersons will be designated by the Executive Committee by appointing any or all of the delegates-at-large and/or by appointing additional members up to a maximum of five, to the Executive Board. The permanent committees are the Education Policies, Membership, Professional Advancement, Grievance and Social-Cultural.

ARTICLE V

Meetings may be held once a month for business, cultural or social functions, on call of the President, or on dates set by the Executive Board.

ARTICLE VI

By-laws to this Constitution may be adopted or repealed by the affirmative vote of a majority of those present at a general membership meeting.

ARTICLE VII

This Constitution may be amended by the affirmative vote of two-thirds of the members in attendance at a general membership meeting, provided written notice has been given two months in advance to the Executive Board and the membership has been so informed.

**BY-LAWS TO THE CONSTITUTION
OF THE
PHI KAPPA KAPPA EDUCATORS' ASSOCIATION, INC.**

SECTION I - THE EXECUTIVE BOARD:

A. Functions and Operating Procedures

1. Shall direct the work of the Association under general policies determined by members at the general assembly (under the immediate direction of the President).
2. Shall prepare the agenda for the general meetings.
3. Minutes of the Executive Board meetings and a record of actions taken by the Executive Board shall be available to the members of the Association at the general meetings.
4. The Executive Board shall meet prior to the general membership meetings.
5. Each Board member shall have one vote.
6. A majority of the Executive Board shall constitute a quorum.
7. Executive Board members shall be required to attend 80% of the Executive Board meetings.
8. Executive Board members shall be required to attend 80% of the general membership meetings.

B. Tenure of Officers

1. Effective September, 1988, the officers of the Executive Board shall be elected for two-year terms.
2. The term of office shall be from September 1st through August 31st.

C. Eligibility for Holding Office

1. Candidates running for office shall have been paid members by the second general meeting of the current academic year.
2. Candidates must also meet the attendance requirement for active membership (50% of general meetings).

D. Vacancies in Office

1. If an office becomes vacant, the President shall appoint a member to fill that office, with the approval of the majority of the Executive Board.
2. In the event of the absence, disability or resignation of the President, the Vice-President for Administration shall assume the Presidency and continue in that office through the President's elected term.
3. In the case of the disability or resignation of both the President and Vice-President for Administration, a special election will be held to fill these positions.

E. Duties of Officers

The President Shall:

- a. Preside at all general membership-meetings and at all meetings of the Executive Board
- b. Vote on any question in the event of a tie
- c. Be empowered to appoint any member (including self) of the Executive Board or of the Association to act as a representative of the Association
- d. Appoint committees
 - a. Be ex-officio member of all committees
 - i. Perform all other duties as directed by the Association
- g. Consider all motions regularly made

The Vice-President for Administration Shall:

- a. Assume temporarily the office and duties of the President in the event of the absence or disability of the President, having all the powers and privileges of that office
- b. Be a member and coordinator of such committees, projects and assignments as the President may designate

The Vice-President for Public Relations Shall:

- a. Publicize the activities of the Association
- b. Compile and utilize a list of appropriate mass media contacts
- c. Arrange for press conferences and press releases at the request of the Executive Board or the general membership

The Recording Secretary Shall:

- a. Keep an accurate account of all meetings of the Executive Board
- b. Keep an accurate account of all membership meetings

The Corresponding Secretary Shall:

- a. Have charge of all correspondence and meeting notices
- b. Keep an accurate list of names and addresses of all persons and organizations that are to be notified of meetings

The Treasurer Shall:

- a. Receive dues and have charge of all funds
- b. Open and maintain an account for Association funds in a bank approved by the Executive Board
- c. Make disbursements authorized by the Executive Board and pay all bills charged against the Association
- d. Keep an accurate account of all paid members
- e. Keep an accurate account of all receipts and expenditures
- f. Present a written financial report when requested by the Executive Board and a written annual report to the membership

SECTION II

A. NOMINATIONS AND ELECTIONS COMMITTEE

1. In the March general meeting, the membership will elect a Committee whose purpose shall be to nominate a slate of officers for the ensuing year.
2. This Committee shall consist of three active members.
3. The chairperson of this Committee shall be appointed by the Executive Board.
4. Members of the Executive Board shall not be eligible for election to the Nominations and Elections Committee.
5. Members of the Nominations and Elections Committee shall have been paid members by the second general meeting of the current academic year.
6. Members of the Nominations and Elections Committee shall not be eligible for nomination as candidates for office.

B. OPERATING PROCEDURES

1. The Nominations and Elections Committee shall present at the general meeting in April a competitive slate of 1 or more candidates for the officers of the Association and for delegates-at-large of the Executive Board. At this meeting, additional nominations shall be accepted from the floor.
2. All candidates shall have been paid members by the second general membership meeting of the current academic year.
3. In order for members to be eligible to vote in annual elections, they shall have been paid members by the end of February.
4. Executive Board members shall be elected by voting members present at the May general meeting. This shall be in the form of a secret ballot.
5. The candidates who receive the highest number of votes shall be elected for the respective positions for which they are running.
6. The Nominations and Elections Committee shall have jurisdiction over all questions relative to the election, shall count the votes and announce the names of the newly elected Board members. Their actions, however, must be consistent with these by-laws.

SECTION III - MEMBERSHIP

A. Classes of Members

1. There shall be among members of this Organization two categories:

a) **Active**

b) **Associate**

Active members - shall include educators who fall into one of the following categories:

- a. are presently employed in an educational system
- b. are employed by an educational organization
- c. are licensed teachers but are studying for a higher degree at a recognized institute

Associate members – shall include:

- a. professional people who have been members of the organization but have changed their status as educators and are engaged in other relevant professional work
- b. other educators interested in furthering the goals of this Association
- c. college seniors and graduate students majoring in education

Associate members may have a voice but no vote in the Association. They may not run for office. Associate members may enjoy all other privileges of the Association.

B. Procedure for Becoming a Member

1. Any person who qualifies under these by-laws may solicit membership by filing out and submitting a membership application to the membership committee
2. The application will be forwarded to the Executive Board with a recommendation from the membership committee chairperson
3. The Executive Board will make final decision on the application
4. The membership committee chairperson will notify applicant of approval or disapproval
5. New members will be introduced at the next general membership meeting after their acceptance

C. Maintaining Active Status

1. All members are expected to keep up to date on annual dues which will be established according to these by-laws
2. Members who, upon written notice from the Treasurer, fail to pay annual dues will, within one month, be sent a second written notice and sent a letter notifying the member that failure to pay has placed the member in an inactive status
3. Active members must attend at least 50% of the general membership meetings held within the school year. Members who fall below this percentage will be placed in an inactive status. Members may appeal to the Executive Board in case they feel they have valid reasons for not meeting the 50% attendance requirement

SECTION IV - MEETINGS:

1. There shall be at least 4 general meetings during the academic year
2. Meetings may be business or social in nature; consist of a business section devoted to transaction of the business of the Association; a professional section devoted to professional development
3. The installation of the Executive Board shall take place at the first meeting of the academic year

SECTION V - DUES:

1. Dues shall be twenty-five (\$25.00) per year (amended May, 1987)
2. The annual dues shall be determined by the Executive Board with the approval of the general membership

SECTION VI - PERMANENT COMMITTEES:

- A. Educational Policies Committee** - This Committee shall consider ways of achieving one of the stated goals of the Association; namely, to take action on educational issues affecting the Puerto Rican community.

The *modus operandi* of the Committee shall be as follows:

1. To secure information on vital educational issues through research, conferences, from other members' individual experiences and any other available sources.
2. To use this information as a basis for formulating positions on specific issues and/or developing general policy for the Association.
3. These positions and policies are to be submitted to the Executive Board for its consideration.
4. After studying these reports, the Executive Board will then submit its recommendations to the membership at large for discussion, modification and approval.

- B. Professional Advancement Committee** - This Committee shall consider way and means of enhancing the professional growth of the membership. The Committee shall:

1. Seek information on job opportunities.
2. Disseminate this information to the membership.
3. Obtain and maintain a file of resumes in order to facilitate referrals for such positions.
4. Provide programs which will promote professional competency.

Names of all qualified candidates will be submitted to the Executive Board for approval. Programs initiated by the Professional Advancement Committee shall be subject to approval by the Executive Board.

- C. Membership Committee** - The Membership Committee shall undertake all those activities necessary to increase the number of active members in the Association and to determine the eligibility status of all members. The chairperson of this Committee shall:

1. Actively solicit membership of qualified individuals.
2. Carry on an on-going recruitment program in the colleges and universities.
3. Assist the Executive Board in the approval procedures for prospective members.
4. Maintain constant communication with the Treasurer for information regarding payment of dues.
5. Maintain a current list of active members.
6. Notify members of any change in their status.
7. Produce, prior to elections, a list of members eligible for candidacy in elections and list of eligible voters.

D. Grievance Committee - When a member or members of the Association feel that unethical or arbitrary policies or practices of some pernicious effect are carried on against welfare of the Association, its members or the Puerto Rican community as a whole, the following steps or procedures should be followed:

1. The complaints should be expressed in writing with original and copy sent to the President of the Association who, at the same time, will give the copy to the chairperson of the Grievance Committee.
2. The chairperson of the Grievance Committee will call a special meeting of the Committee to study the merits of such grievances and proceed to take measures accordingly.
3. Among such possible measures are the following:
 - a. Establish separate communication with the individual(s) or group(s) in an objective, fact-finding mission.
 - b. If necessary, conduct open hearings in which all the parties involved would be heard in a fair way.
 - c. Promote understanding and conciliation among all the parties concerned.
 - d. The Committee will meet separately to evaluate the data and to make a report to the President of the Association with specific recommendations.
 - e. The President of the Association will present the report to the Executive Board in its regular meeting or in an emergency one that might be called for this purpose.
 - f. The Executive Board would study the situation and make its own recommendations or decision. This would be sent to the parties involved and to the general membership as well.
4. The parties involved can appeal the decision to a general membership assembly which could make a final decision.

E. The Social-Cultural Committee - This Committee has the following basic objectives:

1. To recognize and attend to the social needs and achievements of the membership.
2. To foster better communication within the Puerto Rican community and among non-Puerto Rican organizations on the cultural contributions and achievements of Puerto Ricans.
3. To enhance the understanding and good-will between Puerto Ricans and other national and ethnic groups residing in metropolitan New York.
4. To promote civic pride and civic responsibilities in all New Yorkers toward the end of making New York a better place to live.

SECTION VII - AMENDMENT PROCEDURE:

These by-laws may be amended by the affirmative vote of a majority of those present at a general membership meeting. Proposed amendments must be submitted to the Executive Board in time for the Board to present it to the general membership one meeting prior to the meeting at which a vote on the proposal is taken.

• • •